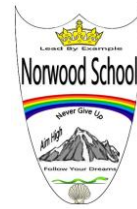


Email: office@norwoodschool.co.uk
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Norwood Primary School
Gunthorpe Road
Gunthorpe
Peterborough
PE4 7DZ

Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

Never Give Up

Follow Your Dream

Lead By Example

Friday 12th June 2026

Dear Parents/Carers,

Year 6 Leaver's Assembly

Our Year 6 Leaver's Assembly will take place on **Friday 17th July 2026**. The assembly will commence at 9.15am, so parents/carers will need to arrive and be seated before this time – doors will open at 9.00am. Please can we ask that each family bring an electronic device with a QR code reader app to enable to sign each person in on arrival at the school office. This will take you to a google form for you to complete each person. All visitors must sign in on arrival, as this is required for our fire-safety regulations. Once you have signed in, please ensure your mobile phone is turned off and kept out of sight for the duration of the event for GDPR regulations. This helps us protect the privacy and safety of all children. After the assembly, there will be an opportunity to take photographs of your own child on the playground. Mobile phones should remain switched off until this time.

Parents and carers should not move around the school site unsupervised. If you need to leave the room or require any support, please speak to a member of staff who will be happy to help.

The performance will be based on the memories of the previous 7 years. It will include funny moments, photos and memories. It promises to be a wonderful look back on our time at Norwood.

I would like to request **five** photos of the children from across their time at Norwood in addition to a childhood photo of themselves when they were very young or a baby. The photos could be individual, group photos (only of children currently at Norwood or siblings of your child) from both in and out of school.

Please ensure there are no adults in the photos you choose as these cannot be included. If you could supply these via email to office@norwoodschool.co.uk it would be hugely helpful with the preparation needed for the assembly taking a considerable amount of time.

If you are unable to do this, please could children bring photos in a named envelope - these will then be scanned and returned to you as soon as possible. Please could all photos be sent in before **Friday 3rd July 2026** – any photos received after this date may not appear in the slideshow.

Further details about this event and other events happening on this special day will be communicated nearer the time, once they have been finalised.

Yours sincerely,

Mr Reynolds
Year 6 Teacher

Mrs Reynolds
Head Teacher